

	<h1>Gerrish Township Police Department</h1> <p>Policy #1.3.10</p>	<p>Adopted Date: 02/14/2023</p>
<h2>Job Description – School Resource Officer (SRO)</h2>		

POSITION SUMMARY

Under the direction of the Command Structure of the Gerrish Township Police Department, the School Resource Officer (SRO) is appointed by the Chief of Police whose primary function is to assist school administration in ensuring the physical safety of the Roscommon Area Public School District and the individuals inside the various buildings of the campus. The School Resource Officer will work with the school administration to develop and/or update safety procedures (e.g., emergency operations plan) for potential threats in the various buildings of the Roscommon Area Public School District and the individuals inside the various buildings of the campus. Additionally, the School Resource Officer will welcome the opportunities to counsel and mentor students as advisors as a positive role model. The School Resource Officer will educate students about law-related topics as deemed appropriate. Lastly, the School Resource Officer will practice necessary de-escalation as aggression between students or between the students and the Roscommon Area Public Schools may occur. Public safety will always be promoted along with investigating crimes involving school age students. The School Resource Officer will provide educational opportunities on relevant topics when identified.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ability to develop relationships and rapport with students.
2. Promote and identify safety issues from beginning to completion.
3. Coordinate school safety drills as necessary.
4. Conduct criminal investigations, primarily those involving school age students.
5. Conduct interviews as necessary in a manner which respects established interview protocols.

6. Ability to identify and gather evidence and preserve using proper techniques and respecting all chain of custody.
7. Develop and maintain relationships with all school personnel.
8. Communicate with other Officers to seek and offer guidance on cases.
9. Perform all responsibilities of a Road Patrol Officer job description when requested.
10. Must be able to manage crime scenes effectively.
11. Knowledge on school safety procedures in lockdown, reunifications, etc.
12. Must have extensive knowledge of the criminal justice system.
13. Investigate all truancy complaints of schools in the Roscommon Area Public School District involving students.
14. Coordinate the "Handle with Care" program.
15. Complete and turn in after every work cycle a detail daily log that includes report numbers, investigations, and other noteworthy activities.
16. Follow policy and procedures as established and provided.
17. Must perform all job-related duties with a positive attitude.

This may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

REQUIREMENTS

Must meet minimum requirements of employment as a certified Police Officer. Must be able to perform all essential duties and responsibilities successfully with or without reasonable accommodations. Must be MCOLES certified/certifiable. Could have a flexible schedule as necessary due to possibly being on-call or providing coverage in an emergency.

DISTINGUISHING CHARACTERISTICS

This work could involve the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations. Considerable independent judgement, personal discretion and resourcefulness are needed to interpret circumstances and to make decisions in major areas where there may be uncertainty in approach, methodology and interpretation.

As this School Resource Officer position is directly involved with students in the educational environment, it is necessary to further define Interview/Interrogation procedures events as follows.

INTERVIEW/INTERROGATION RESPONSIBILITIES

School officials stand **in loco parentis** (in place of the parent) in respect to the child. This requires the school official to protect, to the best of his/her ability, the due process rights of the student. This will require the administrator to divorce themselves from the role of enforcer of discipline in the school, a very difficult task, but one that needs to be performed.

1. All attempts to notify the parents should be diligently documented.
2. Police and other authorities should investigate alleged law violations off of school property if at all possible. The investigation can take place immediately on school property at the request of the Principal if the alleged law violation took place on school property.
3. When police or other authorities arrive at the school and wish to interview a student or investigate an alleged law violation, they will contact the Principal indicating the nature of their investigation and desire to question a student or students.
4. If the Principal concurs that the questioning is appropriate, they will send for the student, if applicable, and move the student to an unoccupied room and remain in the room during the questioning. If the situation involves an alleged law violation, the parents are to be contacted before any questioning takes place. If the situation involves suspected child abuse, notification of parents will be determined by the investigator.
5. Before the student is questioned, the Principal shall attempt to contact the parent and remain in the room during the questioning to ensure that the student's rights are not violated, unless the parent is in attendance.
6. Should a student be taken into custody or removed from the school premises by the police, the Principal should make every effort to notify the student's parents at the earliest possible moment of the removal.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Works in Gerrish Township, however when called upon may travel to various locations, both within and outside the County, in the course of the duties described.

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's environment can range from an office setting to highly dangerous law enforcement situations. Physical demand, therefore, ranges from sitting in an office or vehicle to the enormous physical exertion associated with apprehending criminals. While acting in other capacities, this employee may be required to stand, walk, run, stoop, kneel, crouch, climb, crawl, balance or reach with hands and arms, and lift and/or move items of heavy weight over 100 pounds.

Need to be able to talk proficiently and use adequate sense of smell and feel.

KNOWLEDGE, SKILLS, ABILITIES, AND COMPETENCIES

1. Proficiency in English grammar, spelling, punctuation, and mathematical functions.
2. Thorough knowledge of applicable State Laws, rules, regulations, and policies.
3. Thorough knowledge of functional organization of the Gerrish Township Police Department.
4. Ability to maintain all general, physical, and health requirements, as well as certifications that may be required to successfully complete a physical readiness test.
5. Interpersonal skills necessary to maintain and develop effective and appropriate working relationships.
6. Skill in the operation of modern office equipment.
7. Skill in prioritizing work assignments.
8. Appropriately and effectively represent the Gerrish Township Police Department at a variety of community events and activities in support of positive public relations and develop liaison relationships between the Police, the School community, and Gerrish Township.
9. Ability to take command of an emergency incident and render immediate decisions as needed.
10. Ability to consistently demonstrate sound ethics and judgement.
11. Ability to facilitate meetings effectively.

12. Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
13. Ability to accurately organize and maintain paper documents and electronics.
14. Ability to maintain confidentiality of information and professional boundaries.
15. Ability to use all resources effectively and efficiently.

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